

SUPPORT GROUPS

CHECKLIST

- PURPOSE OF YOUR GROUP**
Sit down and work on a mission statement of 1-2 sentences to understand your actual goal for the group.
- VENUES AND LOCATION**
Is the venue within a short driving distance for most people? Is it handicapped accessible? Is it the best atmosphere you desire? Would online meetings be something to consider?
- DISCUSS FREQUENCY OF GROUP**
Consider the schedules of the participants. Would you rather have 70% show up once per month or 30% twice per month?
- ATTENDANCE: OPEN OR CLOSED?**
Is anyone welcome at any time? Are new members welcome during a certain period? Is membership from another organization required?
- PRIVACY**
Do group members want their address, phone and/or emails distributed to other members as a directory? Who will be responsible to contact members about upcoming meetings and how?
- COST AND FEES**
How do you plan to cover expenses for things like room rental, snacks, etc? Are people comfortable with a donation jar or a membership fee? Is there another way to raise funds without asking your members?
- ASSISTANCE**
Who will be helping you? Who can assist you in setting up, running errands, and making phone calls? Don't plan on taking on all of the responsibilities yourself. Ask for help from a suitable organisation and members.
- COMMUNICATION**
Reflect and plan how you may handle conflict in the group and remind attendees to maintain respectful, non-judgemental communication with each other.
- DISCLOSURE**
Prepare an essential contact list for anyone who discloses something you're not equipped to take on and encourage them to seek appropriate help.